



# Job Opportunity

## State Controller's Office

**Position:** Associate Governmental Program Analyst/  
Staff Services Analyst

Statewide

**Location:** Information Systems Division  
300 Capitol Mall, Suite 701, Sacramento, CA 95814

**Issue Date:** December 28, 2005

**Final Filing Date:** Until Filled

**Contact/Telephone:**  
Rachael Rivas, 916-322-3030

**Who May Apply:** Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list

**California Relay Service: 1-800-735-2929**

**Position Number(s):** 051-340-5393-701/  
051-340-5157-701  
Reference 06-055

*Please call (916)323-3055 to request reasonable accommodations*

### Scope of the Position:

Under direction of the Staff Services Manager II, Chief, Administrative Services Unit, the incumbent performs a broad range of complex analytical assignments relative to the personnel and budgetary administration of the Information Systems Division. Specific duties include, but not limited to the following:

### Duties and Responsibilities:

*Candidates must perform the following essential functions with or without reasonable accommodations*

#### ***Duties will be commensurate with level hired***

- Conduct research and prepare analysis for division's management consideration regarding prospective hiring and promotional employee actions. Provides recommendations and formulates alternatives for divisional management concerning personnel policies and procedures. Prepare the job announcements for vacancies within the division, coordinate, and adhere to guidelines established by EEO and the Human Resources Office.
- Perform research to develop ISD's Personnel procedures manual. Instruct staff in the preparation of personnel documents for the division. Provide guidance over the processing of attendance and personnel documents.
- Exam Coordinator for the division. Review, analyze, and develop the division examination plan in the recruitment of employees.
- Maintain the division's organization chart and monthly position status report.
- Prepare workload, statistical, and program management reports.
- Budgetary/Fiscal Control. Participate in analytical studies of the division's budget allocations and expenditure projections. Research options and define procedures for monitoring and reporting



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budgeted and actual expenditures for personnel services. Present recommendations to the division's management. Monitor special budget areas such as the student assistant/temporary help budget to ensure the division stays within allotted funds.

***Applications will be screened and only the most qualified will be interviewed***

**How to Apply:**

**All hires will be subject to a background check.**

**For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Please submit a STD. 678 State Application and Résumé to:

**State Controller's Office**

Information Systems Division  
300 Capitol Mall, Suite 701  
Sacramento, CA 95814

Attn: Rachael Rivas - Reference # 06-055 (Candidate must indicate this Reference # on their resume and in the box marked "Examination or Job Title for which you are applying" on the front page of the Employment Application STD. 678.)